



Republic of the Philippines
 Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
 Tacloban City

DIVISION MEMORANDUM

No. 412, s. 2022

To: CID Chief
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads, Public Elementary and Secondary Schools
 All Concerned

From: **MARIZA S. MAGAN EdD, CESO V**
 Schools Division Superintendent *[Signature]*

Subject: **REVIEW AND UPGRADING OF TAC TV VIDEO LESSONS AS LEARNING RESOURCES TO SUPPLEMENT CLASSROOM INSTRUCTION**

Date: August 24, 2022

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1. The Schools Division Office of Tacloban City, through the Learning Resource Management Section (LRMS) of the Curriculum Implementation Division (CID) will conduct a workshop that will review and upgrade the video lessons aired during the implementation of the TV-Based Instruction, on the following dates, in a venue which will be announced later:
 - September 28-30, 2022 for Q1 Episodes
 - October 27-29, 2022 for Q2 Episodes
 - November 24-26, 2022 for Q3 4 Episodes
 - December 14-16, 2022 for Q4 Episodes
2. As the implementation of classes is slowly progressing to In-Person modality, the need to supplement the teaching instruction with learning resources, especially to address the learning gaps is necessary. Furthermore, the materials should be reviewed to ensure that these video lessons are applicable in any flexible learning options. Hence, this activity.
3. To review these materials, the following are required to be in attendance:
 - a. Education Program Supervisors/ Coordinators in-charge of the different learning areas
 - b. Video Editors of the different learning areas of the different the grade levels
 - c. Scriptwriters of the different learning areas of the different grade levels
 - d. LRMS Staff/ Training Staff
4. A Travel Authority for each schedule shall be issued specifying the names of the participants. Meanwhile, other production team members of Tac TV would be on-call, as the need arises.
5. Terms of Reference for the tasks to be done for each participant is enclosed in this Memorandum. (See Enclosure 1)
6. Likewise, the Matrix of Activities, as well as the Budget Matrix are attached for reference. (See Enclosure 2 & 3)
7. No registration fee is required. Expenses relative to the conduct of this orientation shall be charged against BE-LCP Fund subject to the usual accounting and auditing rules and procedures.
8. For information, guidance and strict compliance.



RELEASED
 Date: 01/09/22
 Time: 1:12 PM
 Signature: *[Signature]*





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Enclosure 1 to Division Memorandum No. ____ s. 2022

REVIEW AND UPGRADING OF TAC TV VIDEO LESSONS AS LEARNING RESOURCES TO SUPPLEMENT CLASSROOM INSTRUCTION

TERMS OF REFERENCE

To ensure that the tasks will be done efficiently, and the outputs will be submitted on time, the Terms of Reference for each participant is specified below:

Participants	Expected Tasks	Timeline
1. Education Program Supervisors (EPSs)	1. Collect the complete episodes from the Learning Area Team	Q1- September 1-23, 2022 Q2- October 1-21, 2022 Q3 – November 2- 18, 2022 Q4 – December 1-12, 2022
	2. Prepare the videos to the scheduled workshop	3 days before the schedule
	3. Convene with the Video Editor and the Scriptwriter to Review the episodes during the workshop	During the scheduled workshop
	4. Give necessary inputs for the improvement of the video lessons	During the scheduled workshop
	5. Gather the reviewed and revised output from the Video Editors.	A week after the workshop
	6. Submit the video lessons to LRMS	A week after the workshop
2. Video Editors (VEs)	1. Submit the assigned videos to the EPS in-charge of the learning area	Q1- September 1-23, 2022 Q2- October 1-21, 2022 Q3 – November 2- 18, 2022 Q4 – December 1-12, 2022
	2. Present the videos together with the SW, to the EPS for review.	During the scheduled workshop
	3. Apply the revisions as suggested in the review.	During the scheduled workshop
	4. Request for reshoot or additional illustrations when necessary.	During the scheduled workshop
	5. Submit, in coordination with the SW, the revised video lessons to the EPS in-charge of the learning area	A week after the workshop
3. Scriptwriter (SWs)	1. Coordinate with the VE for the submission of video lessons for the quarter.	Q1- September 1-23, 2022 Q2- October 1-21, 2022 Q3 – November 2- 18, 2022 Q4 – December 1-12, 2022
	2. Present the videos together with the Video Editor, to the EPS for review.	During the scheduled workshop
	3. Note down suggestions for revisions.	During the scheduled workshop
	4. Assist the VE in the revision workshop.	During the scheduled workshop
	5. Submit, in coordination with the SW, the revised video lessons to the EPS in-charge of the learning area	A week after the workshop
4. LRMS	1. Render TA in the QA process	During the scheduled workshop
	2. Manage the workshop	During the scheduled workshop
	3. Collect the videos from the EPSs	During the scheduled workshop





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 CLASSROOM INSTRUCTION**

MATRIX OF ACTIVITIES

Time	Day 1	Day 2	Day 3
8:00-8:30	Registration & Opening Program	Management Of Learning	Management Of Learning
8:30-12:00	Review of episodes in all learning areas (EPS, Video Editors & Scriptwriters)	Revisions of Episodes with supervision of EPS in charge of the learning areas	Revisions of Episodes with supervision of EPS in charge of the learning areas
12:00-1:00	LUNCH BREAK		
1:00-4:00	Continuation of Review	Revisions of Episodes with supervision of EPS in charge of the learning areas	Revisions of Episodes with supervision of EPS in charge of the learning areas
4:00-5:00	Report of Progress/ Outputs (EPS)		
Officer of the Day	Marlito V. Medina	Susan L. Superable	Marlito V. Medina





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 CLASSROOM INSTRUCTION
BUDGET MATRIX

DATE OF ACTIVITY	ITEMS	UNIT COST	QUANTITY	AMOUNT
FOOD & VENUE				
September 28-30, 2022	Venue & Food	P750.00 per pax For 3 days	53 pax	P119,250.00
October 27-29, 2022		P750.00 per pax For 3 days	53 pax	P119,250.00
November 24-26, 2022		P750.00 per pax For 3 days	53 pax	P119,250.00
December 14-16, 2022		P750.00 per pax For 3 days	53 pax	P119,250.00
SUB-TOTAL				P477,000.00
TRAINING SUPPLIES AND MATERIALS				
September 28-30, 2022	Supplies and Materials			8,000.00
October 27-29, 2022				8,000.00
November 24-26, 2022				8,000.00
December 14-16, 2022				8,000.00
SUB-TOTAL				32,000.00
GRAND TOTAL				509,000.00

Source of Fund: FLO Fund

Prepared by:

GreteL Laura M. Cadiong
GRETEL LAURA M. CADIONG
 Education Program Supervisor/LR Manager

Availability of Funds:

Rodel R. Naval
RODEL R. NAVAL
 AO V - Budget Officer III

Maria Nessa L. Homeres
MARIA NESSA L. HOMERES
 Accountant III

Noted by:

Mark Chester Anthony G. Tamayo
MARK CHESTER ANTHONY G. TAMAYO
 Chief, CID

Approved by:

Mariza S. Magan
MARIZA S. MAGAN Ed.D CESO V
 Schools Division Superintendent

